



VEIP PROCEDURES

NO. W07-95-01

Waiver Issuance

Authorized: MD Vehicle Law § 23-202 (c)
COMAR 11.14.08.07

Rev: March 15, 2023

PURPOSE

The Motor Vehicle Administration, in complying with the Motor Vehicle Laws, is offering a repair waiver service to the residence that are a part of the Vehicle Emissions Inspection Program. The emissions repair compliance waiver applies to vehicles that have failed the emissions test and have provided all the required documents for the representative to review. The repair waiver if approved is issued for two years from the vehicle emissions inspection due date.

DEFINITION

Repair Waiver: The act of intentionally or knowingly placing a vehicle into compliance for the remainder of its biennial emissions test cycle based on having spent the required minimum to get the vehicle to pass.

WAIVER DISTRIBUTION

- Waivers are distributed electronically.

COMPLETED WAIVERS MUST BE KEPT SECURED

- **IT IS THE RESPONSIBILITY OF THE STATION MANAGER TO ENSURE SECURITY OF ALL COMPLETED WAIVER PACKAGES RECEIVED FROM CSR.**

ELIGIBILITY REQUIREMENTS FOR THE ISSUANCE OF A CERTIFICATE OF WAIVER

❖ A Certificate of Waiver may be issued to a vehicle when:

- The vehicle did not pass the **initial** emissions test.
- Effective January 1, 2002, the minimum repair cost for emissions related repairs must be a minimum of \$450.00.
- Emissions related repairs were made within 30 days before or within 120 days after initial test.
- The vehicle fails a retest, except that a retest is not required when repairs are made 30 days before initial test.
- The repairs are verified, and all originally installed emissions control equipment is present.

➤ NOTE:

For repairs waiver requests on all repairs over 120 days, contact Help Desk.

Vehicle(s) failing CO2 only, may be issued a waiver provided no exhaust leaks are found.



VEIP PROCEDURES

NO. W07-95-01

Waiver Issuance

Authorized: MD Vehicle Law § 23-202 (c)
COMAR 11.14.08.07

Rev: March 15, 2023

DOCUMENTATION NEEDED

❖ The following is needed from vehicle owner/agent:

- Vehicle Emissions Inspection Certificate (VEIC), with the reverse side completed. If reverse side is not complete assist the customer in completing the form.
- Original itemized emissions related repair invoices, receipts or paid repair bills.

➤ NOTE:

If customer is stating that the receipts are missing and you cannot verify repairs were made, contact the Help Desk. Follow instructions on Page # 7 of this procedure.

ACCEPTABLE RECEIPTS

- Cash imprinted, stamped, generated on a computer or handwritten.

➤ **NOTE:** A handwritten receipt is where the repair company name has been “handwritten”.

❖ **REQUIREMENTS FOR ACCEPTANCE:**

- * Business name and address
- * Telephone number
- * Customer’s name
- * Date
- * Tag number or VIN
- * Itemized repair information

➤ **Verify repairs in the normal manner.**



VEIP PROCEDURES

NO. W07-95-01

Waiver Issuance

Authorized: MD Vehicle Law § 23-202 (c)
COMAR 11.14.08.07

Rev: March 15, 2023

COMPLETION OF THE VEHICLE EMISSIONS INSPECTION CERTIFICATE (VEIC)

❖ Repair Information:

- For repairs made **BEFORE** the initial test; the vehicle owner/agent needs to complete the repair information on the VEIC. Assist the customer if needed.
- For repairs made **AFTER** the initial test failure and performed by:
 - Repair Facilities – The repairs information and the mechanic certification should be completed by the person doing the repairs, otherwise assist the vehicle owner/agent in completing the back of the VEIC.
 - Owner – the vehicle owner/agent should complete and sign the VEIC.

❖ Application for Waiver

- The vehicle owner/agent should complete and sign the application for Certificate of Waiver.

PROCESSING CERTIFICATE OF WAIVER APPLICATIONS

❖ The CSR will:

- Review all documentation of emissions related repairs for accuracy. If the documentation is inaccurate; the applicant will be advised of necessary corrections.
- Retrieve previous test. When CSR is finished with previous test it will be placed in the rack on the ESP Managers door.
- Initial original repair receipts/invoices on face, make copies and return originals to vehicle owner.
- Verify that the vehicle identification number (VIN) on the vehicle matches the VIN on the VEIC.
- Inspect the vehicle to verify repairs have been made and that all originally installed emissions control equipment is present.
- Issue a waiver after the VIN, repairs and presence of emissions control equipment have been verified.



VEIP PROCEDURES

NO. W07-95-01

Waiver Issuance

Authorized: MD Vehicle Law § 23-202 (c)
COMAR 11.14.08.07

Rev: March 15, 2023

- Do not issue a waiver if:
 - Repairs cannot be verified (call the Help Desk for authorization)
 - Originally installed emissions control equipment is not present. Complete an Emission Equipment Inspection Checklist (Form EP-116) indicating failed items.
- If a customer performs their own repairs, the following is to be used:
 - Allowable labor rate is \$150.00.
- A waiver may be issued to any State or local government owned vehicle. Waivers on Federal owned vehicles must be approved by the Help Desk.
- Exhaust Repairs for waivers:
 1. Any exhaust repairs between the catalytic converter and the engine including the catalytic converter and miscellaneous parts may be counted toward the repair waiver.
 2. If a muffler is replaced due to excessive back pressure, this is considered to be an emissions related repair. Replacement of the muffler for other reasons does not count toward a repair waiver.
 3. Many repair shops bulk bill exhaust parts and labor. You may need to break down the parts and labor that qualify for a repair waiver.

COMPLETION OF CERTIFICATE OF WAIVER

- ❖ Waivers are controlled documents and are to be kept secured at all times. The waiver will be process on the contractor's system at the counter as follows:
 - Log into computer.
 - Enter your 5-digit employee number.
 - Enter your password number, press "ENTER".
 - Next window reads "Menu for employee number" with sub-titles.
 - Click on "Daily".
 - Click on "Start-up".
 - Next "Verify Date and Time".
 - Click on "OK"



VEIP PROCEDURES

NO. W07-95-01

Waiver Issuance

Authorized: MD Vehicle Law § 23-202 (c)
COMAR 11.14.08.07

Rev: March 15, 2023

WAIVER ISSUANCE

- Click on Intellitrek
- Enter Username and press the tab button.
- Enter Password and press the enter button.
- Click onto Intellitrek Portal tab.
- Go to Waivers
- Enter the tag number and press the tab button.
- Enter the last (4) digits of the VIN and press the select button.
- Enter your 5-digit employee number and press the tab button.
- Enter Password number, the vehicle information will appear.
- Enter total amount spent for parts and press the tab button.
- Enter the total amount spent for labor and press the tab button.
- Select “Issue Waiver”

Make a copy of the waiver for your waiver package. If you have printed a waiver mistakenly, write “VOID” across the front and keep in waiver package.



VEIP PROCEDURES

NO. W07-95-01

Waiver Issuance

Authorized: MD Vehicle Law § 23-202 (c)
COMAR 11.14.08.07

Rev: March 15, 2023

ISSUANCE AND CONTROL OF WAIVER CERTIFICATES LOG:

- Name and Logon ID of CSR.
- Month and Year.
- Waivers issued, voided, damaged or missing in numerical order.
- Title number of Vehicle Identification Number (VIN).
- Date waiver is issued.
- Station number where waiver was issued.
- VEIC Number.
- Total amount of repair costs.
- Maintain a copy of the “Waiver Issuance Record/Receipt” (Sample A) in numerical order in station file.

WAIVER PACKAGE SHOULD CONSIST OF:

- Copy of printed waiver.
- Copy of all repair receipts.
- Copies of all available tests for this test cycle.
- Copy of the completed “Vehicle Emissions Repair Report” (back of the VEIC).
- Give copy of completed “Vehicle Emissions Repair Report” (back of VEIC) to contractor.

All issued, void, damaged or missing certificates of waiver shall be recorded on the “Waiver Issuance Record/Receipt” (Sample A).

All “Waiver Issuance Record/Receipt” records will be entered, maintained and checked on Customer Connect on a daily basis. After completing an entire “Waiver Issuance Record/Receipt” (20 waivers), forward completed package to Station Manager for retention.



VEIP PROCEDURES

NO. W07-95-01

Waiver Issuance

Authorized: MD Vehicle Law § 23-202 (c)
COMAR 11.14.08.07

Rev: March 15, 2023

AUDITING:

Auditor will complete a repair waiver auditing log after reviewing each waiver packet. Auditor will attempt to audit at least 5 repair waiver packets per station visit. (20 percent of waivers audited monthly)

- At the beginning of each month, run the Waiver Report Current report in Intellitrak for the previous month to determine the number of waivers that need to be audited to achieve 20 percent.
- Check to ensure that the vehicle had completed an emissions retest, except for an initial test failure within 30 days.
- Verify that the vehicle information on the receipt is accurate.
- Verify that the receipt meets the minimum repair cost requirement.
- Verify that the dates on the repair receipts are within the required time.
- Ensure that the receipts are itemized.
- Open the Google Form file [Repair Waiver Audit Entry Form.xlsm](#) located in the share drive [S:\veipdata\VEIP Management Console\VEIP Entry Forms](#) and complete the Repair Waiver Auditing Log for each repair waiver packet audited. (Sample C).
- A Low Waiver Expenditure report is run weekly to research all waivers and detect any waivers that may have been entered into Intellitrak below the minimum repair cost requirement.
- All waivers found to not meet the minimum repair cost requirement are to be requested from the contractor for a thorough examination. Report all findings to MDOT MVA VEIP management weekly.



VEIP PROCEDURES

NO. W07-95-01

Waiver Issuance

Authorized: MD Vehicle Law § 23-202 (c)
COMAR 11.14.08.07

Rev: March 15, 2023

[Fit To PC](#) [Fit To Laptop](#)

MARYLAND DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE ADMINISTRATION

Repair Waiver Audit Entry Log

Login ID	<input type="text"/>	Comments: <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Waiver Number	<input type="text"/>	
Tag Number	<input type="text"/>	
Waiver Total	<input type="text"/>	
Audit Result	<input type="text"/>	

Complete All Required Fields

[Add Data Entry](#) [View Data Entry](#)

Verify all information before adding *Data Entry Verification*

SAMPLE C